Town of Grafton Technology Committee
Meeting Minutes
via Zoom
November 3, 2021

Regular Business

Attendees: Alan Baker, Bob Carroll, Bob Hassinger, Dave Robbins, Evan Brassard (Town Administrator), Mary Lauria (Finance Director)

Members absent: Bill Jones

Call To Order
* The meeting was called to order at 8:00 PM by Mr. Robbins.

Public Input
* None

Financial application update
* The Committee reviewed the results of the October 6 discussion with VADAR and previous questions and answers, noting the following:
    * Grafton must avoid the use of shared logins (consistent with VADAR's recommendation to avoid using shared logins)
    * Grafton is aware of and accepts the risks associated with the VADAR platform
    * Multi-factor authentication would be a highly desirable added capability
    * Grafton should consider having penetration testing done for all of its IT infrastructure, including the VADAR platform, to supplement the penetration testing done annually by VADAR

Town Administrator update
* The Town partnered with Blackstone Valley Tech in late October to provide phishing training to staff, and plans to repeat this training and build on it, and provide cybersecurity training provided by the Town's cyber insurance carrier.
* Updates to IT hardware at the Fire Headquarters are nearly complete, with all technology purchased via a grant having been deployed, along with new Ubiquity WiFi access points and other items found to need replacement.
* New firewall and SMA have been installed at the Municipal Center
* Most of the Windows 7 machines have been replaced
* Multi-factor authentication is being considered
* Mr. Brassard has been spending a significant amount of time over the past 2-3 weeks assisting in completing the IT infrastructure at the new library (including work that had not been completed by the library contractor in time for opening)

Approved December 1, 2021

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- Future plans include migrating from Google to Microsoft, removing obsolete and unused equipment, and device replacements

Review Prior Meeting Minutes
- Upon motion of Mr. Hassinger, seconded by Mr. Carroll, the minutes of September 1, 2021 and October 6, 2021 were unanimously approved.

Motion to Adjourn
- Upon motion of Mr. Hassinger, seconded by Mr. Carroll, it was unanimously voted to adjourn the meeting at 9:08 PM.

Exhibits
- *Draft Minutes of September 1, 2021 Meeting*, David Robbins
- *Draft Minutes of October 6, 2021 Meeting*, David Robbins

Respectfully Submitted,
David C. Robbins, Chair

Approved December 1, 2021